

**CALIFORNIA ENERGY COMMISSION**

1516 NINTH STREET  
SACRAMENTO, CA 95814-5512



March 9, 2004

To: Interested Parties

Subject: **IFB 170-03-101 HEARING REPORTER SERVICES**

• **Questions and Answers Submitted to Contracts Officer**

Q-1. Are all matters before the Energy Commission transcribed, or just held by the reporter on his/her notes to be transcribed in case of an appeal?

A-1. All are to be transcribed. There may also be some meetings which the Commission tapes that need to be transcribed as well.

Q-2. Are all depositions to be transcribed, or just held by the reporter on his/her notes to be transcribed in case of an appeal?

A-2. All depositions are to be transcribed.

Q-3. If a reporter's home base is in Sacramento, do you wish the reporter to travel with the Commission staff for ease of familiarity with terms and people?

A-3. A reporter will need to travel to the location of the proceeding, however, with or without staff is not a requirement of the IFB. A list of Energy Commission terminology is sent to the contractor to familiarize them with our verbage and acronyms.

Q-4. Are traveling expenses paid as bill is submitted, i.e. hotel and air?

A-4. Contractor will be reimbursed with submitted receipts.

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Q-5. Are there set days and times and locations of your meetings?

A-5. Business Meetings are generally set times and location (but from time to time change), the other meetings are done as needed. They would be set up by telephone when meetings are requested.

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